

Report for Week Ending 28 May 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓(1) Completed 29 actions requiring the printing of 157,000 copies or sets of blank forms. This represents a decrease of 1 action and a decrease of 272,650 copies or sets compared to last week.
- ✓(2) Seven new and seven revised forms were approved.
- ✓(3) One form was made obsolete.
- ✓(4) As a result of the coordination of a request from [redacted] for a "Message Center Routing Slip," was able through the cooperation of OO/C to revise the "OO/C Message Center Routing Slip," Form No. 46, to serve both of the offices concerned. This form, formerly a 4 part carbon interleaved set, will now be a 5 part NCR form. The consolidation of the needs of both offices into a single form will eliminate the need for both double ordering and double stocking.

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b. Intangible

- ✓(1) Material samples (Hecto masters) offered by the low bidder on Form 800a were tested and approved.
- ✓(2) Provided records and assisted [redacted], OS, in determining the mode of shipment best suited from a security standpoint for all O/S forms. At present 339 forms have been approved for O/S use - 309 Agency forms and [redacted]. Also attended two meetings of the AdHoc Committee, studying [redacted] procedures, chaired by Mr. [redacted]. We will continue to cooperate closely with [redacted] P, and OS and Logistics on this matter.

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25X1C4a

25X1A8a

2. Assignment - Active

- ✓(1) Eleven new and fifteen revised forms are pending.
- ✓(2) Eight Employee Suggestions are being evaluated.
- ✓(3) Progress is being made in the Forms Survey in the Printing Services Division. Four new forms were developed during the week and are presently being printed.

3. News

- X a. Investigated complaints on malfunctioning of Forms 717 and 1K. Procurement Div/OL and the manufacturers concerned were informed and are cooperating.

News
✓ b.

- c. Arrangements have been made for me to inspect the new Davidson Corporation's Dav-O-Matic Offset Systems Press tomorrow. Two of these new presses are being ordered by the Army (ACSI) for use in their improved information reporting system.

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